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Army Contracting Command - New Jersey

Contracting Officer Representative Comprehension Course

Contracting Officer Representative Assist
Team
Army Contracting Command-New Jersey



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COR Class & Course

Introduction

The purpose of this course is to train prospective Military and Government employees to function as nominated, designated, and appointed Contract Officer Representatives (CORs).

Who we are:

Bob DiFazio: 609-562-4836

robert.j.difazio2.civ@mail.mil

Mitchell McCoy: 609-562-5099

mitchell.l.mccoy.civ@mail.mil

Student introductions:

Name, unit, state your experience as a COR or with contracts?



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Terminal Learning

Objective

ACTION: To understand the roles and responsibilities of a COR. To prepare and submit nomination packages, monthly reports and utilize the VCE-COR module to monitor the progress of submitted packages and reports.

CONDITIONS: Given an operational environment, the appointed COR will utilize the ACC Pamphlet 70-1, ACC-NJ COR Handbook, DoD COR Handbook and the VCE-COR Nomination & Appointment process

STANDARD: To function as a COR IAW DoD COR Handbook, regulations and policy and procedures for utilizing the VCE-COR Module.

"Agile, Proficient and Trusted"



Agenda

- Background/Basic S
- Ethics
- Contract Types
- Duties
- VCE-COR
- Surveillance
- Inspection
- QASP
- GFP
- Trafficking in Persons
- WAWF
- CMR
- CPARS
- Construction



Reference Documents

PCOs & COR duties and responsibilities are prescribed IAW:

- FAR/DFARS/AFARS
- DoD COR Handbook
- ACC Pamphlet 70-1
- COR Nomination & Appointment letter



A Little ACC

History
From early to the mid 1990's, the military experienced downsizing and a depletion of QA's and PCO's (Acquisition Reform) which led to...

- The Gansler Report
 - ✓ The AMC IG Mandate
 - ✓ An Inherent Material Weakness was Identified (COR Training)
- The stand up of the Army Contracting Command
- Section 813 of the National Defense Authorization Act for FY07 required DoD
 - to establish a panel on contracting Integrity to ID contracting vulnerabilities
 - that could lead to fraud, waste and abuse

Ongoing Issues:

- Weaknesses by leaders not invested in COR responsibilities and training.

Noted that "we need to standardize COR training and support



What is a COR & Why Are We Here?

A COR function as the “EYES & EARS” of the PCO and is the liaison between the Government and the contractor when executing surveillance responsibilities

- DFARS defines a COR as an individual designated in writing and authorized by the PCO to perform specific technical and administrative functions
- Monitors contract performance and provides the PCO with documentation that **CORs are here to:** identifies the contractor's compliance or noncompliance
- Act as liaison between the Government and contractor
- Conduct contract surveillance
- Ensure that the Government gets what they pay for
- Assists in developing contract QA
- Perform specific technical as authorized in writing & administrative functions



GOR Types

Type A : Low-risk fixed price service contract requirements

Type B : Cost-type contracts or other than low-risk fixed price contract requirements.

Type C : Unique contract requirements that necessitate a professional license, higher education, or specialized training beyond the Type B training requirements.



COR Training

Type A - DAU CLC 106 - COR with a Mission Focus

- DAU CLM 003 - Ethics Training or equivalent (Annual Requirement)
- Trafficking In Persons (Annual Requirement)
- Wide Area Work Flow (WAWF)
- Local/theater/Mission Specific Training
- ACC-NJ COR Comprehension Training

**ACC-NJ
mandate
s a
minimum
Type
B
Training**

Type B - *DAU 222 COR Online Training*

- DAU CLM 003 - Ethics Training or equivalent (Annual Requirement)

- Trafficking In Persons (Annual Requirement)**
- Wide Area Work Flow (WAWF)**
- Local/theater/Mission Specific Training**
- ACC-NJ COR Comprehension Training**

Type C - Same training as type B

- License or certificate as identified by the PCO or Requiring Activity

***Refresher Training - Retake "DAU CLC 106 or DAU 222" as appropriate per COR type, every 3 years**



Four COR Process Phases

Nomination, Designation and Appointment

- Complete training and refreshers as required
- Document completion of training
- Determine absence of personal conflicts of interest

Pre-Award: Work with the requiring activity and PCO to:

- Participate as appropriate, in requirements definition/acquisition planning and contract formation processes, help create Performance Work Statement and Quality Assurance Surveillance Plan



COR Process Phases Continued

Post-Award

- Maintain individual COR files for each contract
- Understand contract terms and conditions
- Perform designated duties/responsibilities
- Provide reports on contract performance
- May not appoint, designate or redesignate COR responsibilities

Termination of COR appointment

- Furnish the PCO with a formal request for termination
- Transfer all reports and records
- Ensure that your replacement is thoroughly briefed, both verbally & in writing, on all important issues

Only the PCO has the authority to terminate the COR

designation



Check On Learning

- What are the training requirements for Type B COR?
- The COR functions as the ____ and ____ for the PCO?
- What is the minimum level of training for ACC-NJ CORs?



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Ethics & Integrity

- Different Set of Rules for Government Employees
 - ✓ Must maintain public confidence in Government's business conduct
- Avoid Conflicts of Interest
 - ✓ COI may affect ability to remain impartial
 - ✓ Direct or indirect financial interest (OGE 450)
- Avoid Appearance of a Conflict of Interest
- Be aware that accepting a bribe is a criminal offense!
 - ✓ Something of value offered for preferential treatment
- Never solicit gifts, regardless of dollar value



Reporting Gifts

Gratuities delivered to COR must be returned or if contractor

insists, COR must:

- Persuade contractor to take back the gratuity
- Pay the fair market value of the item
- Advise contracting and legal offices
- Write a memorandum for the record (MFR) that describes the circumstances and indicates the approximate value of the gratuity. Mention that legal advice was obtained

If in doubt, consult either ethics advisor or legal office first.

If not available, contact PCO!



COR Responsibilities

COR responsibilities are defined in FAR 1.602, DFARS 201.602, "Contracting Authority and Responsibilities," and DFARS PGI 201.602-2, "Responsibilities" and outlined in appointment letter

- Provide documented proof of training completion to the PCO via VCE-COR module before the COR appointment letter is issued
- Assist in the preparation of a QASP for all contracts prior to contract award if identified before the QASP is produced
- Perform contract surveillance oversight of the contract's compliance with contract requirements and provide information regarding compliance to the PCO
- Do not perform functions above the CORs knowledge, skill, and ability level
 - Notify the PCO in writing if the delegated functions are above/outside the CORs skill level
- Maintain a file for each contract assigned

****PCO will provide input on your performance to your supervisor!***

All duties delegated to the COR by the PCO must be in the appointment letter!

If the duty is not in the appointment letter, then the COR is NOT authorized to perform that duty



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• Understand the requirements of the contract — know the Government's responsibility as well as the contractor's. Questions about content or interpretation must be directed to the PCO

Understanding the Contract

- Attend, with the consent of the PCO, the post-award conference to ensure that all parties have a clear understanding of the scope of the contract, the technical requirements, and the rights and obligations of the parties
- Develop quality assurance surveillance records, including surveillance checklists and schedules, and related files
- Have ready access to all technical publications and regulations referenced in the contract
- Review the Statement Of Work , Performance Work Statement, Performance Requirements Summary and QASP (as applicable)
- Electronic Document Access: <https://eda.ogden.disa.mil/>
Review Contract



Contracting Methods & Contract Types

Contracting Methods & Contract types are described in FAR Parts 13-18 as follows:

- Part 13 – Simplified acquisition procedures
- Part 14 – Sealed bidding
- Part 15 – Contracting by Negotiation
- Part 16 – Types of Contracts
- Part 17 – Special Contracting Methods
- Part 18 – Emergency Acquisitions



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Selecting Contract Type

FAR 16.101. There are a number of different types of contract options available to the Government and contractors in order to provide the flexibility required to support the variety of needed supplies and services. Contract types vary according to the:

- The level of risk assumed by the contractor for the costs of performance
- Profit incentives offered to the contractor for achieving or exceeding specified standards



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Factors In Selecting Contract Types

FAR 16.104. Many factors should be considered by the PCO when selecting and negotiating contract type:

- Price competition
- Price analysis
- Cost analysis
- Type and complexity of the requirement
- Urgency of the requirement
- Period of performance or performance run
- Contractors technical capability and financial responsibility
- Adequacy of the contractors accounting system
- Concurrent contracts
- Extent and nature of proposed subcontracting
- Acquisition history



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Negotiating Contract Type

FAR 16.103. Selecting contract type is a matter of negotiation and requires sound judgment by the PCO.

The objective is to negotiate a contract type and price that will result in reasonable contractor **risk** and provide the contractor with the greatest incentive for efficient and economical performance

Contract types are grouped into 2 broad categories:

- Fixed price contracts
- Cost-reimbursement contract



Fixed-Price Contracts

Fixed-Price Contract – the contractor agrees to perform at a fixed price, and bears the responsibility for increased costs of performance – FAR 16.201

- ✓ Risk on contractor
 - ✓ Used for commercial items, or for goods and services that have set/known costs
 - ✓ Generally not appropriate for R&D contract
- Firm-Fixed Price (FFP) – not subject to any adjustment based on the Contractor's cost
 - ✓ Provides incentive for contractor to control costs
 - ✓ Minimum burden of admin on contracting parties
 - ✓ Few performance uncertainties, costs are known



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Fixed-Price Contracts Continued

- Fixed-Price Contract with Economic Price Adjustment
(FP w/EPA) FAR 16.203
 - ✓ Provides for upward and downward modifications of contract pricing based on the occurrence of stated contingencies
 - ✓ Used in contracts where certain expected costs (labor or materials) are subject to “serious” price fluxuations
 - ✓ Adjustments based on known indexes for material or labor
 - ✓ Adjust based on actual costs



Fixed-Price Contracts Continued

Fixed Price Incentive Contract (FPI) FAR 16.205 -

Provides for

adjusting profit and establishing final contract price based on a

formula agreed upon at formation

- ✓ Parties establish a target cost
- ✓ Parties establish a ceiling cost (most that can be paid)
- ✓ At completion, parties negotiate final costs
- ✓ When final costs are less than the target cost, Contractor profits more
- ✓ When final costs are more than target costs, Contractor profits less



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Fixed-Price Contracts Continued

Fixed Price Award Fee (FPAF) FAR 16.404 - Provides
for adjusting
award fee when Contractor performance cannot be
objectively
measured

- ✓ Parties establish a fixed price (including profit) for effort
- ✓ Award fee (if any) will be paid in addition to fixed price
- ✓ Establish an award fee board
- ✓ Provide periodic evaluation of Contractor performance through board



Risk Allocation

Fixed Price

Cost Reimbursement

FFP

FFP w/EPA

FPI

FPAF

COST

CPIF

CPAF

CPFF

Contractor Risk

Government Risk



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Cost Reimbursement Contracts

- Government sets the total allowable costs
- Contractor cannot exceed these costs
- Funds must be available for total costs
- Government pays all allowable costs on contract
- Risks shifts from Contractor to Government



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Cost Reimbursement Contracts

Continued

- Cost Contracts FAR 16.302 – Contractor receives allowable costs but no fee evaluation by the government
 - ✓ Appropriate for R&D
 - ✓ Appropriate for non-profit organizations (universities)
- Cost Sharing Contracts FAR 16.303 – Contractor reimbursed only for an agreed upon portion of its allowable costs
 - ✓ Normally used where Contractor will receive a substantial benefit from the effort (patents, computer programs, etc)



Cost Reimbursement Contracts

- Cost Plus Incentive Fee (CPIF) ^{Continued} FAR 16.304 – Provides for an initially negotiated fee to be adjusted later based on the total allowable costs to the total target costs
 - ✓ Specify total target cost, a target fee, and minimum and maximum fee
 - ✓ Actual fee is based on the relationship between the target costs and actual costs.
 - ✓ The closer the total costs are to the target cost, the less fee is earned. A contractor who was \$100 under target costs would get more fee than a contractor who was \$10 under target costs



Cost Reimbursement Contracts

Continued

- Cost Plus Award Fee (CPAF) FAR 16.305 – Contractor
 - receives its costs plus a fee consisting of a base amount and an award amount based on an evaluation by the government
 - ✓ Parties agree on estimated costs
 - ✓ Parties agree on base fee (limited to 3% of estimated cost, but could be as low as zero)
 - ✓ Award fee based on stated evaluation determined by the government
 - ✓ Evaluations come at stated intervals



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Cost Reimbursement Contracts

Continued

- Cost Plus Fixed Fee (CPFF) FAR 16.404 – Contract price is the Contractor's allowable costs, plus a fixed fee set at award
 - ✓ Fixed Fee based on estimated costs (set at award) not the actual contract costs
 - ✓ Max Fee for R&D is 15% of estimated costs
 - ✓ Max Fee for other than R&D is 10% of estimated costs
 - ✓ Provides contractors only a minimum incentive to control costs



ID/IQ Contracts

- **Indefinite Delivery /Indefinite Quantity Contracts** – Actual quantities and delivery schedules are unknown
 - Requires the Government to order, and the contractor to furnish, at least a stated minimum quantity of supplies or services.
- **Indefinite Delivery/Definite Quantity Contract** – Quantity and price are specified, but delivery dates are unknown
- **Definite Delivery/Indefinite Quantity Contracts**
 - supplies and services delivery schedule is known, but quantities are unknown



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Indefinite Delivery Contracts

Continued

Requirements Contract – Government promises to
buy all its

requirements (if any) from Contractor

- ✓ Government breaches when it buys from another source
- ✓ Government may/may not breach if it performs the work in-house



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Time and Material Contracts

- Used to contract for unknown price, when number of hours or materials are uncertain
- Gives no incentive to control costs, & perform in an efficient manner
- Can become costly
- Be wary of this contract structure



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Questions?



COR Responsibilities in Pre-Award

Pre-Award: Work with the requiring activity & PCO to:

- Create a detailed description of the supply/service requirements
- Participate in the Acquisition Review or Source Selection Board (if required)
- Assist in preparation & submission of purchase request
- Participate in conducting market research
- Prepare an Independent Government Cost Estimate & evaluate proposals

Ensure that participation in the pre-award process and performance of COR duties

Or responsibilities are properly addressed in individual performance appraisals



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COR Responsibilities in Post-

Award

Typical COR post-award responsibilities include:

1. Understanding the contract
2. Keeping files current and complete (and contracts separated)
3. Corresponding with the contractor
 - ✓ Electronic correspondence and email threads
4. Ensuring notifications are sent to the PCO
5. Monitoring contract performance via surveillance
 - ✓ Key to contract oversight and ensuring contractual compliance
 - ✓ I. e. training, travel, GFP, personnel and labor
6. Conducting inspection & acceptance/rejection of deliverables
7. Ensure proper protection of proprietary and classified information

continued



COR Responsibilities in Post-Award Continued

Typical COR post-award responsibilities include:

8. Managing problems/issues
9. Handling satisfactory and unsatisfactory performance
10. Tracking modifications
11. Technical expertise
12. Understanding COR limitations
13. Good communications
 - ✓ Good clear communication with the contractor and PCO is critical
14. Ensure termination of appointment/designation requested
15. Timely submission of CPARS



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Constructive Changes/Unauthorized

Unauthorized requirements levied on the contractor by Government personnel:

Commitments

- Constructive change concept- when contractor performs work not part of scope but contractor relied upon some degree of government direction
 - Contractor may submit a request for equitable adjustment
- Unauthorized commitment – when a government representative who does not have the authority, binds the government to a commitment
 - May be the result of documented or undocumented discussions with contractor personnel
 - May be the result of acceptance of material or quantities of material not on the contract

Constructive changes often result from misunderstanding by the contractor of the Government representatives' apparent/implied authority

personnel who have no actual legal authority to obligate the



Unsatisfactory Performance... What to do about it!

The COR must:

Inform the PCO immediately if the contractor performance is

- ***unsatisfactory and document in the monthly report***
Involve the PCO for differences of opinion between the COR and the contractor that cannot be resolved by the COR
- Work with the PCO to identify corrective actions and if necessary, make sure the contractor understands that the PCOs decisions are final
- Do not to take any action or give any direction that may be construed as an actual or constructive change
- At the direction of the PCO, enforce correction of deficient work. However,



Contractor Delay Assessment

Before making a final determination, the COR must be certain that the contractor-

- Had little or no control over the circumstances that caused the delay, and
- Contractor could not have taken any Preemptive action to reduce the negative consequences of the delay.
- If the organization can prove these two assertions, then a "Yes" answer to any of the following questions means the delay was probably excusable...



Check On Learning

- What should a COR do if the contractor is performing unsatisfactorily?
- What is often due to the misunderstanding by the contractor of the Government representatives' apparent/implied authority?
- All duties delegated to the COR by the PCO must be in the _____?
- If in doubt about receiving gifts from contractors, who should you contact?
- What is the maximum dollar value gift that a COR can solicit from a contractor?



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Questions?



VCE-COR Module

Utilization of the VCE-COR Module - Is a Senior leadership priority!

CG of ACC monitors progress of the VCE-COR module

Visit the VCE-COR Module at: <https://cor.army.mil/>

- Used DoD wide
- Paperless
- CAC enabled
- Will allow
 - ✓ Profile creation
 - ✓ COR appointment, certificate uploading
 - ✓ Monthly reports submittal
 - ✓ Nomination package submittal
 - ✓ Maintenance of COR files

The VCE-COR Module:

- Tracks contract status
- Can be used to revoke individual CORs against Army issued contract
- Can provide necessary forms for reports and appointment
- Serves as the Official COR File



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VCE-COR Module Process Flow Chart

The COR signs & re-submits the appointment letter; status becomes "Active"

6. COR Signs

The COR inputs: certification information, supervisor information and either saves the record or save & start the nomination process

Confirms that: A valid COR course was completed; The COR completes the required COR reports & upload to the VCE-COR module; PCO will perform yearly admin reviews; upload the annual COR file checklist

Acknowledges that: Details of the appointee's performance will be included as part of his/her annual performance assessment; COR has registered as WAWF user; COR will complete applicable reports, refresher training & yearly review



VCE-COR Module Creating The

- COR Profile
- COR Nomination Process
- Contract List/Status
- Awaiting My Approval
- Local Guidance, Forms, and POCs
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- View All Customer Records
- New COR Profile (ADMIN)
- COR Proxy (ADMIN)
- COR Mass Update (ADMIN)
- COR Profile Removal (ADMIN)

[View COR Contract List](#)

▼ COR Information (Hide Details...)

AKO Name: MITCHELL L MCCOY

Email Address: MITCHELL.L.MCCOY.CIV@MAIL.MIL

Work Address: 5418 South Scott Plaza (POD 83)

Department: ARMY

City: Fort Dix

PEO/Command: AMC

State: NJ

PM/Directorate: ACC-NJ

Zip Code: 08640

Office Symbol: OEO

Country: UNITED STATES

Military Unit: USAR

DEROS Date: 12/31/9999

	Area Code (3 digits, no dashes)	Phone Number (7 digits, no dashes)	Extension (If applicable)
Commercial Phone:	609	5625099	
DSN Phone:		5625099	
Mobile Phone:	305	2156500	

Certification Information

Are you a Certified Acquisition Professional? ☒ Yes ☐ No

Predominant Career Field: MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE

Level of Certification: Level 2

Supervisor/Commander Information

Note: If the Supervisor/Commander AKO Name is incorrect, they will not be able to access the nomination package for review and approval.

AKO Name: DAN.PERROTTA

Email Address: DANIEL.J.PERROTTA.CIV@MAIL.MIL

Note: Check with your supervisor/commander for the correct AKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)



COR Training

Per the ACC PAM 70-1

ACC-NJ
mandate
s a
minimu
m Type
B
Training

***Type B Training:** Cost type or other than low-risk fixed price service contract requirements. Attributes might include: nature of the work is more complex, effort will be performed in multiple regions, or in remote geographical locations; service contract contains incentive arrangements or cost sharing provisions, contract may be a cost type. COR responsibilities are increased and more complex.

Type B Training Requirements:

1. DAU CLC 222
2. DAU CLM 003 Ethics
3. Trafficking in Persons
4. WAWF
5. ACC-NJ COR Comprehension Training (required for all contracts with a period of performance of more than 90 days)



VCE-COR Module Uploading Certificates

Training Courses<Click to collapse

		Course	Train Lvl	Certificate	Course Compl. Date	
		ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	DE404.xls	02/01/2011	
		DAU CLC 106 COR with a Mission Focus	[A]	dod xor telecon.doc	02/01/2011	
		ACC COR Comprehension Training	ABC	Doc1.doc	02/01/2011	
		DAU CLC 206 Contingency COR		AR DODAACS to LOAD.xlsx	02/01/2011	
		WAWF		PM.xls	02/01/2011	
		ACC COR Comprehension Training	ABC	UIC TO DODAAC MATCH.xls	03/01/2011	
		COR Locality/Theater/Mission Specific Training		parking.pdf	03/01/2011	
		ACC COR Comprehension Training	ABC			

Document:

Course Compl. Date:

Add Document:

Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Click "browse," upload doc then save record.
COR can enter and upload training certificates from drop-down menu.
Training information not required at creation of the document.
Mandatory before PCO can sign COR appointment letter .
For courses not listed, COR can select "Misc Training."

[Click Here to Add Course Certificate](#)

Save Record

Save and Start Nomination Process



VCE-COR Module Supervisor Info &

Supervisor/Commander Information

Note: If the Supervisor/Commander AKO Name is incorrect, they will not be able to access the nomination package for review and approval.

AKO Name:

Note: Check with your supervisor/commander for the correct AKO name (example: DENNIS.BRADLEY or JOSEPH.P.SMITH212)

Email Address:

	Area Code (3 digits, no dashes)	Phone Number (7 digits, no dashes)	Extension (If applicable)
Commercial Phone:	<input type="text" value="609"/>	<input type="text" value="5625016"/>	<input type="text"/>
DSN Phone:		<input type="text" value="5625016"/>	<input type="text"/>

- Ensure that the AKO name is the original name that is associated with the supervisor/commander in AKO

- Also, make sure that the email address is the one located in



VCE-COR Module Nomination Process

COR will start nomination process, enter contracting command site from drop down, select contract number known button, select PCO & Specialist. Adding a QASP is optional at this point. COR will certify ALL boxes and either submit record to supervisor OR save record without routing.

Contracting Command / Center ⓘ

Contracting Command: MICC Contracting Center: MICC CENTER - FORT EUSTIS

Contract Information ⓘ

☒ ->Contract Number is Known ☐ ->Contract Number is NOT Known

Contract Number: -Select- - -Select- - -Select- -

Delivery/Task Order:

Record Status: Draft

Contracting Officer

Contracting Officer: -Select-

Commercial Phone: -Select-

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan

Contract Information ⓘ

☒ ->Contract Number is Known ☐ ->Contract Number is NOT Known

Contract Number: -Select- - -Select- - -Select- -

Delivery/Task Order:

Record Status:

Contracting Officer

Contracting Officer: -Select-

Commercial Phone:

Contracting Specialist

Contracting Specialist: -Select-

Commercial Phone:

QA Surveillance Plan

Note: The file should have a file extension (e.g., .pdf, .doc, .xls, etc.).

Note: File size being uploaded must be less than 8,000 KB.

Add QASP Document: Browse...



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VCE-COR Module Supervisor's Role

E-mail
notification
on to the
COR
supervisor

Dear SHIRLEY POWELL,

CAMILLA TRAMUEL has self-nominated him/her-self as a COR for contract W91150-10-R-0025. As his/her supervisor, you are requested to provide your approval prior to submission to the Contracting Officer for nomination.

Please go to the COR System at <https://arc.army.mil/cor>. Once in the system, the following steps will help you process this request:

1. Click on "Awaiting My Approval" in the left menu; 2. Find this COR Nomination using the Contract Number above and click the link to open the record; 3. After you have reviewed the necessary information, scroll down to the Supervisor section of the record; 4. Complete the supervisor portion of the nomination and Approve your section to submit it to the PCO.

If you cannot access the "Awaiting My Approval" section it may be because the COR Nominee typed your AKO name incorrectly. If it is not exact then your Common Access Card will not match the AKO name and you will be denied access. If this is the case you must direct the COR Nominee to go back to the COR Profile page and type in your exact AKO name. For example "Joseph.Smith 214" or whatever your exact AKO name is. After the COR Nominee has made the correction you should be able to access the Awaiting My Approval section and complete the nomination.

Please note that no COR may be appointed until you complete your portion of the nomination process and submit it through the COR System to the contracting officer.

This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.



VCE-COR Module Supervisor's Role

*mail will be generated annually from Admin to complete the OGE 450 for
see example on next slide*

Click to collapse-**SUPERVISOR/COMMANDER**

**Supervisor/Commander
Certifications:**

Cert. Activation		Certification
5/18/2008	Certified	FOR A US NATIONAL EMPLOYEE NOMINEE: IF THE CONTRACT THEY ARE TO BE APPOINTED AGAINST WAS ISSUED BY THE ARMY CONTRACTING COMMAND OR THE ARMY CORPS OF ENGINEERS, THE NOMINEE SHALL FILE AN OGE 450 SHOWING THERE IS NO ACTUAL OR APPARENT CONFLICT OF INTEREST INTERFERING WITH THIS APPOINTMENT. THE EMPLOYEE SHALL FILE AN OGE 450 EACH FEBRUARY FOR THE DURATION
7/11/2011	Certified	FOR APPOINTMENT ISSUED BY THE CONTRACTING COMMAND, DETAILS OF THE APPOINTEE'S PERFORMANCE OF COR DESIGNATED FUNCTIONS WILL BE INCLUDED AS PART OF HIS/HER ANNUAL PERFORMANCE ASSESSMENT.
5/18/2008	Certified	
5/18/2008	Certified	
5/18/2008	Certified	
5/18/2008	Certified	
5/18/2008	Certified	
5/18/2008	Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT PURCHASE CARDS.
5/18/2008	Certified	THE NOMINEE HAS THE TECHNICAL OR ADMINISTRATIVE ABILITIES AND THE REQUIRED SECURITY CLEARANCE COMMENSURATE WITH THE PROPOSED COR DUTIES.
5/18/2008	Certified	THE NOMINEE HAS TIME AVAILABLE TO ADEQUATELY PERFORM SUCH DUTIES.
5/18/2008	Certified	THE NOMINEE IS FAMILIAR WITH PERTINENT CONTRACT CLAUSES SUCH AS CHANGES, INSPECTION AND ACCEPTANCE, GOVERNMENT-FURNISHED PROPERTY, TERMINATION, AND THE CONCEPTS OF EXCUSABLE AND NONEXCUSABLE DELAYS IN CONTRACT PERFORMANCE.
5/18/2008	Certified	THE NOMINEE MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS.
5/18/2008	Certified	THE NOMINEE POSSESSES THE NECESSARY ABILITY TO ANALYZE, INTERPRET, AND EVALUATE FACTORS INVOLVED IN CONTRACT ADMINISTRATION.
5/18/2008	Certified	THE NOMINEE WILL COMPLETE THE APPLICABLE COR REPORTS AND PLACE A COPY OF THESE REPORTS IN THE VCE-COR MODULE.
6/25/2012	Certified	THE NOMINEE WILL COMPLETE THE COR SPECIFIC "REFRESHER TRAINING" AS REQUIRED BY "DOD STANDARDS FOR CERTIFICATION OF CONTRACTING OFFICER REPRESENTATIVES (COR) FOR SERVICES ACQUISITION EVERY 3RD YEAR AND WILL UPDATE THE TRAINING SECTION OF THE VCE-COR MODULE WITH A COPY OF THE REFRESHER COURSE CERTIFICATE AND DATE OF COURSE COMPLETION.
5/18/2008	Certified	THE NOMINEE WILL COMPLETE YEARLY ADMINISTRATIVE REVIEW OF THE NOMINEES COR FILES WITH THE CONTRACTING OFFICER IN THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.
5/18/2008	Certified	THE NOMINEE'S INTEGRITY AND ADHERENCE TO THE STANDARDS OF CONDUCT DODD5500.7-R, THE JOINT ETHICS REGULATION (JER) AND THE PROCUREMENT INTEGRITY ACT (FAR 3.104) ARE ABOVE REPROACH.

Approval/Rejection
Comments:



OGE 450 Financial Disclosure Report

The 2012 Annual OGE 450 Report filing season has begun. You are registered in Financial Disclosure Management (FDM) - URL: <https://www.fdm.army.mil>, as an OGE 450, Confidential Financial Disclosure Report Filer. Your 2012 Annual OGE 450 Report is due 02/15/2013.

1. Go to FDM - URL: <https://www.fdm.army.mil>, click on "Login" at the Login to FDM". Chose the non-email certificate.
2. You should land on the My Reports / Reports Not Started page if a report has been assigned (otherwise as a Filer you will be on the My Reports | Report List page).
3. Click the Start this Report button beside the 2012 Annual OGE 450 Report.
FDM's report wizard will guide you through the report.
4. When your report is complete, click the e-Sign button to sign and submit your report.

Please consult your legal advisor Denise Marrara, 609-562-6673 or Ken Gilliland, 609-562-1976, if you have questions about this requirement to file a Financial Disclosure Report, or need an extension. Also, consult your legal advisor or me if you do not think you should file such a report.



VCE-COR Module PCO Review & Certification

Click to collapse-> **CONTRACTING OFFICER**

Contract Number: - -

Delivery/Task Order: ⓘ

COR Training Type: ⓘ

**Contracting Officer
Certifications:**

Cert. Activation ⓘ	All	Certification
6/25/2012	<input type="checkbox"/> I certify	I HAVE REVIEWED THE COR'S COURSES AND CONFIRMED THAT A VALID "CONTRACTING OFFICER REPRESENTATIVE" COURSE HAS BEEN COMPLETED BY THE COR.
5/18/2008	<input type="checkbox"/> I certify	I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED COR REPORT AND UPLOADS IT IN THE VCE-COR MODULE. I WILL THEN REVIEW THE COR REPORT AND APPROVE OR REJECT IT IN THE VCE-COR MODULE.
5/18/2008	<input type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

**Approval/Rejection
Comments:**

Save Record (without routing)

Waive QASP

Reject COR

Appoint COR

Terminate/Revoke COR

Annual COR File Inspection Checklist

Upload Online File Inspection Checklist:

Conduct Annual File Review



Recap: VCE-COR Module COR

COR file should be able to tell the story!

The COR shall maintain:

- Comprehensive files
- Separate file for each contract
- Load **ALL** correspondence from the contractor
- Contact the PCO upon completion of the contract for COR file disposition instructions for any paper or electronic documents not maintained in the VCE-COR module
- Any paper or electronic records that pertain to unsettled claims, open investigations or cases unsettled under litigation
- Destroy duplicate copies of file documents after close-out
- Correspondence relating to contract performance



VCE-COR Module Monthly Report Overview

Once the COR submits a monthly status report:

- A system generated email is sent to the PCO and Specialist informing them that a report is ready for their review...the PCO or Specialist can either approve or reject submitted reports. If the report is rejected, comments are required as part of the rejection process
- The monthly status report also allows for the submission of a "Final Report," this Final Report option only becomes available when the completion date for the contract occurs. When the completion date occurs, the COR can mark their report as the final report which informs the PCO and Specialist that this is the COR's final oversight report now that contractor performance is over.



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Government Surveillance

Why the Government Conducts Surveillance

- Mandated by FAR Parts 46, 52 & DFARS 2
- To assure customer/soldier support
- Assess how well the contractor is performing
 - Cost control, Timeliness (schedule/delivery), Quality, Business Relations, Management of key personnel, customer satisfaction & Compliance
- Determine if cost, schedule, and quality requirements are being met
- Assess that processes are working
- Discover areas where improvements may be needed (Contact PCO)





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Government Surveillance Continued

What Does Surveillance Accomplish?

- Measures contractor performance against contractual requirements
- Highlights performance trends
- Feeds into process for determination of Award Fee
- Influences contractor's Past Performance Reports
- Reduces risk to Government



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Government Surveillance Contract Requirements

<http://farsite.hill.af.mil>

FAR Part 46.102 (Quality Assurance Policy) – Says that - - Agencies shall ensure:

- Contracts include inspection and other quality requirements
- Supplies or services tendered by contractors must meet contract requirements
- Government contract QA is conducted before acceptance... by or under the direction of Government personnel

FAR 46.105 – (Contractor Responsibilities) (52.246-4)... The contractor is responsible for:

- Controlling the quality of supplies or services
- Tendering to the Government supplies or services that conform to contract requirements
- Maintaining evidence that the supplies or services conform to contract quality requirements

FAR Part 46.4 – (Government Contract QA) states:

- Government contract QA shall be performed at such times & places as

“Agile, Proficient and Trusted”



Government Surveillance Contract Requirements Continued

<http://farsite.hill.af.mil>

FAR Part 46.3 -- Contract Clauses

- 52.246-2 -- Inspection of Supplies -- Fixed-Price.
- 52.246-3 -- Inspection of Supplies -- Cost-Reimbursement.
- 52.246-4 -- Inspection of Services -- Fixed-Price.
- 52.246-5 -- Inspection of Services -- Cost-Reimbursement.
- 52.246-6 -- Inspection -- Time-and-Material and Labor-Hour.
- 52.246-7 -- Inspection of Research and Development -- Fixed-Price.
- 52.246-8 -- Inspection of Research and Development -- Cost-Reimbursement.
- 52.246-9 -- Inspection of Research and Development (Short Form).
- 52.246-11 -- Higher-Level Contract Quality Requirement.
- 52.246-12 -- Inspection of Construction.



Government Surveillance Types

Scheduled Surveillance

Surveillance actions that have been pre-planned and documented on the monthly Surveillance Schedule

Unscheduled Surveillance

All other surveillances occurring during a performance period

- Can be identified in QASP, but occurring outside the schedule
- Any contract requirement not identified in the QASP



Government Surveillance Inspection Schedule

Example Inspection Schedule

TASK	METHOD	FREQUENCY	WHEN (1 ST Q)	(2 ND Q)	(3 RD Q)	(4 TH Q)
1. Monitor what (C.3.1.1)	100%	As Required	As Required	As Required	As Required	As Required
2. Verify what (C.3.1.2)	Random	Monthly	2 nd Wk, Wed	4 th Wk, Fri	1 st Wk, Tue	4 th Wk, Thu
3. Evaluate what (C.3.1.3)	Periodic	Quarterly	Nov, 1 st Wk, Mon	Feb, 3 rd Wk, Tue	Apr, 2 nd Wk, Fri	Sep, 4 th Wk, Wed
4. Annotate-----	Customer Complaints	Weekly	Fri	<div>FOR OFFICIAL USE ONLY</div>		Tue
INCLUSIVE LIST OF ALL YOUR TASK		DAILY, BI-MONTHLY, BI-WEEKLY ETC.				



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Surveillance Schedule – Post-

award

“FOR OFFICIAL USE ONLY” (When Completed)

1) Contract #:						2) Contractor:					
3) Functional Area:						4) Surveillance Period:					
5) COR/QAE:											
7) Planned Date for Surveillance	8.a) PWS# 5.14	8.b) PWS# 1.6.8	8.c) PWS # 1.6.9.1	8.d) PWS # 1.6.10	8.e) PWS # 1.6.18	8.f) PWS # 5.2	8.g) PWS # 5.3	8.h) PWS # 5.10	8.i) PWS # 1.6.1	8.j) PWS # 5.11	8.k) PWS # 5.20
2 May 09			X					X			
6 May 09		X							X		
15 May 09					X	X				X	
19 May 09	X			X							
28 May 09							X				X



Government Surveillance Checklist

Surveillance Checklist Key Points: Conduct contract surveillance

Creating the CHECKLIST

- Identify the Contract Number and Section
- Always reference the contract paragraph number from the requirement.
- Include measurable performance standards
- Define importance of evaluation elements (Key Performance Indicators)

Completing the CHECKLIST

- Identify the period of Surveillance
- Be Firm but Fair



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Sample Surveillance Checklist

-Excerpt only -
More
elements
needed on
complete
checklists

COR Inspection Checklist & Data Report (Firm Fixed Price Contract) Revision Dec 07		Meeting Contract Requirement s		
Contractor: Kamal M. Al Sultan Co. W.L.L. (KMS) (Black and Gray Water)				
Contract Number: W912D1-06-D-1234				
Service Provided: Black and Gray Water Removal				
COR Name:				
Date: For the Month of February 2012		YES	NO	
1. Does the Contractor furnish fully functional suction trucks and maintain them in satisfactory condition? Satisfactory condition means that the exterior equipment of the truck shall be free of contaminants. PWS 3.1		x		
Comments:				
2. Does the Contractor ensure that all hoses used to pump out tanks are free of leaks and also are pliable? PWS 3.1.1		x		
Comments:				
3. Does the Contractor ensure that employees properly secure and store the hoses after each cleaning to ensure no spillage while driving the vehicle? PWS 3.1.1		x		
Comments:				
4. Does the contractor ensure all spills are cleaned up in a timely matter i.e., within one (1) hour? PWS 3.2		x		
Comments:				
5. Does the Contractor dispose of the Black and Gray Water at only approved		x		



Government Surveillance & Reports Using VCE-COR Module

Conducting Surveillance

- Notify Contractor Quality upon entering area to perform surveillance
- Perform surveillance IAW QASP and checklist
- Document your method and actual performance observed
- Brief Contractor Quality of surveillance results prior to departing area and provide copy of written Deficiency Report - if applicable

COR Surveillance Reports to PCO using VCE-COR Module should include:

- Completed schedule
- Completed checklist
- Summary Comments (normally memo format)
- Copies of Deficiency/Non-conformance



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Check On Learning

- What does Government surveillance accomplish?
- COR Surveillance Reports to PCO using VCE-COR Module may include what?
- Should you share your inspection schedule with the contractor?



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Questions?



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Inspection Methods

Inspection – examination or testing of supplies and/or services to determine whether they conform to contract requirements

Frequency of Government Inspections and Evaluation Methods

- None – contractor is responsible
 - ✓ \$150,000 and below
 - ✓ Commercial Items
- Daily, Weekly, Monthly & IAW QASP Schedules
- COR must continually monitor contractor performance throughout the contract



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Acceptable Inspection Methods

1. 100% Inspection – All outputs or services are monitored
 - ✓ Requires extensive COR time, documentation, and coverage
 - ✓ Should only be used for complex, critical, or life support services
2. Random Inspection – Used when surveillance resources are limited
 - ✓ Use a sampling guide
 - ✓ Use: www.random.org
3. Planned Inspection – The government can pre-plan for inspections:
 - When the contract has:
 - ✓ Performance milestones to reach
 - ✓ Scheduled Tests
 - ✓ Predetermined inspection points after or concurrently with



Acceptable Inspection Methods Continued

4. Periodic Inspection – Used to monitor contractor activities for:

- ✓ Protection against deterioration or damage to supplies in storage
- ✓ Precautions to assure adequate storage conditions that guard against theft or handling during storage
- ✓ Government furnished materials or property protection
- ✓ Around the clock support to the customer (i.e. 24 hour dining facility)

5. Customer Complaints:

- ✓ Used when Government resources are limited
- ✓ Should be part of the contract
- ✓ COR must investigate customer complaints
- ✓ Should not be the primary method of surveillance



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Inspection Location

Place of Inspection

- At Source
 - ✓ When equipment for testing is on-site
 - ✓ Packaging will be destroyed
- At Subcontractors
 - ✓ If major subcontractor
 - ✓ Contract will specify
- At Destination
 - ✓ Off-the-shelf supplies
 - ✓ Commercial items
 - ✓ Service contracts (place of performance)





Check On Learning

How many methods of inspections are there and what are they?

How many places of inspection are there and what are they?

What is normally the place of inspection for service contracts?



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Questions?



Quality Assurance Surveillance Plan (QASP)

A QASP is defined as: The government's inspection plan. It documents methods and metrics used to measure contractor performance against the requirements in the contract

The QASP basically describes:

- The COR plan for surveying and documenting **who, what, where, when, and how** the contractor will be monitored

- The government's surveillance/inspection methods (100% sample,



Why Do we Need a QASP?

DFARS SUBPART 246.4 Government Contract Quality Assurance:

- For contracts for services, the contracting officer should prepare a quality assurance surveillance plan to facilitate assessment of contractor performance

DFARS - 237.172 Service Contracts Surveillance

- Should be prepared along with the Performance Work Statement or Statement of Objectives

- Should be tailored to address the performance risks inherent in the specific



The QASP Details

- The QASP is based on contract performance requirements, but is **not** part of the contract
- Is tailored to determine oversight of select contract requirements
- Determines **how** the contractor is performing
- Is updated as risk **or** contract requirements change
- Is the basis of contract performance reports to the PCO
- The Performance Requirements Summary (PRS) may be included
in the QASP or as a separate document



Developing the QASP

- Tools for Developing the QASP:
 - ✓ Focus on Contract Performance Requirements (PWS/PRS)
 - ✓ Contractor's Quality Control Plan (QCP) if available
- Should be created in conjunction with the PWS using Contract Requirements!
- Contains narrative and details that define:
 - ✓ PWS Requirements/Critical Tasks
 - ✓ Evaluation Methods (100%, Random Sample, Planned Sample)
 - ✓ Surveillance Frequency (weekly, monthly, quarterly)
 - ✓ Documentation Requirements (Deficiency Reports, Evaluation Reports to PCO, VCE COR Module entry, etc.)



The QASP Components

- ✓ Introduction : Purpose
- ✓ Roles and Responsibilities
 - Contracting Officer Representative
 - Contracting Officer
- ✓ Description of Services
 - Scope of Work
- ✓ Quality Requirements
 - Quality Control Program
- ✓ Surveillance
 - Unacceptable Performance
- ✓ Documentation Requirements
- ✓ Performance Requirements Summary (PRS)
 - Performance Evaluation
 - Performance Objectives, Indicators, Thresholds, and Surveillance Methods



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Questions?



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Government Furnished Property (GFP)

Five types/categories of government property may be provided:

- Material
- Agency peculiar
- Sensitive
- Special test equipment
- Real Property

Reasons the Government Provide GFP:

- Lower prices – more economical to furnish property
- Contract performance may be expedited
- Assists Small Business
- Installation facilities available or Government resources are idle



GFP

Responsibilities

FAR 52.245-1 - Describes Contractor & Government Responsibilities

Contractors are:

- Liable for Government property (check contract for type and terms)
- Required to maintain property records and accountability for all GFP
- Generally responsible for damage or loss
- Required to manage, use, preserve, protect, repair, track, and maintain GFP

The Government is responsible for:

- Providing Government Property in condition to function as intended
- Allowing contractors to use Government property to

maximum extent



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COR GFP Responsibilities

When designated to oversight GFP, the COR should review the contract and listed property to ensure Government Property is:

- Used IAW the contract requirements
- Used correctly and to max extent
- Used only on the specified contract
- Surveilled & official records documented
- Justified by the Contractor if idle
- Protected and tracked by the contractor
- Alerting the PCO of any delay of GFP that may delay contractor performance
- Reviewing the contractor property management procedures and advising the PCO of deficiencies and recommendations
- Ensuring the contractor reports loss, theft, damage, or destruction (LTDD) of GFP during contract performance to the PCO



COR Requirements for Trafficking in Persons

According to the United Nations, human trafficking “involves the movement of people through violence, deception or coercion for the purpose of forced labor, servitude or slavery-like practices.”

FAR 52.222-50, Combating Trafficking in Persons:

- Mandatory in all solicitations and contracts
- Contractors and employees shall not engage in trafficking in persons
- The United States Government has a “Zero Tolerance” policy regarding trafficking in persons

DFARS/PGI 222.1703(v) states:

- Quality assurance surveillance plans (QASPs) should appropriately describe how the COR will monitor the contractor's performance regarding trafficking in persons



Trafficking in Persons Continued

COR Requirements:

- COR should read and understand the FAR/ DFARS clauses
- Must be aware of how contractors treat their employees
- Document and describe in the QASP *how* they will monitor the contractor's performance regarding Combating Trafficking in Persons
- Document any observed issues or non-compliance
- ***Do not engage the contractor in discussion as it relates to these activities nor share your opinion!***



Oversight Execution for Trafficking in Persons

Performance Objective/PWS Reference Paragraph	Performance Indicator	Standard	Performance Threshold	Method of Surveillance	Remedy
Part II, Section I-Contract Clauses; 52.222-50, Trafficking in Persons	IAW FAR 52.222-50 Contractor Requirements: The contractor shall- (1) Notify its employees of (i) The U.S. Government's Zero Tolerance policy. (ii) Actions that will be taken against employees for violations of this policy. (2) Take appropriate action.	Validate that the contractor: (1) Conducted training or kept records with employee signature as understanding of U.S. Zero Tolerance policy. (2) Has a documented list of what the contractor cites as appropriate actions to violations. (3) Documented the number of violations to date (if any).	100% compliance required due to U.S. Zero Tolerance policy.	Conduct periodic inspection iaw COR surveillance schedule. (1) Review meeting/training /signature records as proof of contractor to employee notification. (2) Validate actions taken by the contractor are documented and if employees are found to be in violation-matches those in FAR 52.222-50 (e)(1). (3) Review violations and document contractor actions.	The contractor's failure to comply with this FAR clause may result in: (1) Requiring the contractor to remove an employee from the performance of this contract. (2) Requiring the contractor to terminate a subcontract. (3) Suspension of contract payments. (4) Loss of award fee. (5) Termination of contract for default or cause. (6) Suspension or debarment.



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Check On Learning

- What are some of the COR's responsibilities in terms of GFP?
- Where are we required to describe how the COR will oversight Trafficking in Person?
- When should you engage the contractor in a discussion relating to suspicions of Trafficking in Persons?



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Questions?



Documenting & Acceptance

In Wide Area Work Flow (WAWF)

Acceptance

- Constitutes acknowledgment that supplies/services conform with contract quality and quantity requirements
- Is the responsibility of the PCO
 - ✓ May be designated to the COR

Acceptance is generally accomplished in one of four ways:

- ✓ Electronic signature in the Wide Area Workflow (WAWF) system
- ✓ Signature on Form DD250 (Material Inspection and Receiving Report)
- ✓ Signature on Form DD1155 (Order for Supplies or Services)
- ✓ Signature on Form SF 1440 (Solicitation/Contract/Order for

***At registration, ensure that the CORs self register using THEIR organization DoD Activity Address Code (DODAAC)**



Documenting & Acceptance In WAWF

Continued

COR Responsibilities:

- COR must review all invoice documents for accuracy pertaining to contract requirements
- ***COR's must not accept or approve products/supplies unless there is a basis for confidence in conformance to contract requirements***
- ***Ensure all invoices receive prompt attention - 5 days usually***
- For cost reimbursement, time and materials and labor hour contracts, the COR can review but not approve invoices
- If problems are indentified in performance or review of invoices, COR must notify the PCO so that issues can



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Documenting & Acceptance In WAWF

Continued

If designated:

- The COR's signature constitutes acknowledgement that the supplies or services conform to contract requirements
- Approving an invoice generally signifies acceptance

If not designated, the COR should only

- Inspect supplies/services
- Provide PCO with recommend for acceptance/rejection

Interest penalties

- The COR must process invoices promptly. If the Government fails to make payment by the due date, the designated payment office must automatically pay an interest penalty
- The due date is the later of two events (1) the 30th day after the designated billing office receives a proper invoice from the contractor or (2) 30th day after Government acceptance of supplies delivered or services performed. Specific due dates are as stated in each individual contract



iRAPT Formally Known As WAWF

WideAreaWorkFlow

User ▾ Security ▾

User ID: EDIP11058382597

e-Business Suite V 5.6.0

Welcome to Wide Area Work Flow e-Business Suite



Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF)



Electronic Document Access



myInvoice

System Messages

(2015-01-15 00:00:00) System: All Subject: DEE EMAIL MIGRATION Action Required! Message For: All Users

ATTN: ALL GOVERNMENT USERS - DEE EMAIL MIGRATION

ALL government users that have migrated to the DoD Enterprise Email (DEE) system MUST update their user profiles in the WAWF eBusiness Suite to ensure that all email notifications are properly sent and received. Directions for updating the user profile is below:

Directions to update profile.

- Top of the WAWF e-Business Suite click user on the top left corner
- Click profile
- Change email address to the DEE migration email
- Input all required fields (marked by *)
- Click Submit
- Under Supervisor Information, click edit
- Input Supervisor's information (be sure to verify supervisor's email if also migrated to DEE)

Last Access Date: 2015/02/20 09:06:58

[Security and Privacy](#) [Accessibility](#) [Government Customer Support](#) [Vendor Customer Support](#) [FAQ](#)



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iRAPT Formally Known As WAWF Continued

User

Government

Documentation

Lookup

Exit

Acceptor

Create Document

Acceptance Folder

Misc. Pay Batch

Acceptance Folder

History Folder by DoDAAC

History Folder by User

Hold Folder

Recall - Action Required Folder

Rejected Transactions Folder

Post Payment Review Folder

Suspended CEFT Transactions Folder

Saved Documents Folder

Pure Edge Folder

View Parameters

Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.



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DoDAAC *	
<input type="text" value="W15QKN"/>	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
<input type="text" value="2013/03/10"/>	<input type="text" value="2013/04/09"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Result Size	Result Font
<input type="text" value="100"/>	<input type="text" value="12"/>

Wide Area Workflow 5.4.0

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

Acceptance Folder for 'W15QKN' (125 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
81	Invoice 2in1	1JWE2	043232482			W15QKN12C0070		SERA010	2013-04-08			405406	2013-04-08	2013-04-08	Submitted		H	\$ 93,494.25
82	Invoice 2in1	1Y4J5	112136572			W15QKN12C0085		SER0003	2013-04-08		H	UCC0003	2013-04-04	2013-04-04	Submitted		H	\$ 33,000.00
83	Invoice 2in1	4UYV6	786997739			W15QKN12C1002		PICATMAR13	2013-04-08		H	PICATMAR13	2013-04-03	2013-04-03	Submitted		H	\$ 20,414.91
84	Invoice 2in1	343U1	171507960			W15QKN12D0001	0001	SER1266Z	2013-04-10		H	SER1266Z	2013-04-10	2013-04-10	Submitted		H	\$ 4,018.56
85	Invoice 2in1	343U1	171507960			W15QKN12D0001	0004	SER1267	2013-04-10		H	SER1267	2013-04-10	2013-04-10	Submitted		H	\$ 4,504.92
86	Invoice 2in1	343U1	171507960			W15QKN12D0001	0007	SER1268Z	2013-04-10		H	SER1268Z	2013-04-10	2013-04-10	Submitted		H	\$ 3,424.91
87	Invoice 2in1	343U1	171507960			W15QKN12D0001	0009	SER1269	2013-04-10	2013-03-31		SER1269	2013-04-10	2013-04-10	Submitted		H	\$ 9,660.00
88	Invoice 2in1	343U1	171507960			W15QKN12D0001	0010	SER1270	2013-04-10	2013-03-31		SER1270	2013-04-10	2013-04-10	Submitted		H	\$ 4,975.00
89	Invoice 2in1	343U1	171507960			W15QKN12D0001	0011	SER1271	2013-04-10	2013-03-31		SER1271	2013-04-10	2013-04-10	Submitted		H	\$ 37,743.80
90	Invoice 2in1	24290	187675624			W15QKN12D0004	0002	SERS003	2013-03-19	2013-02-11		13060	2013-03-19	2013-03-19	Submitted		H	\$ 21,131.31
91	Invoice 2in1	1VMH9	044528792			W15QKN12D0027	0011	SERS408	2013-04-09	2013-04-08		32241IN	2013-04-09	2013-04-09	Submitted		H	\$ 52,175.70
92	Combo D/D	3KEK1	129708587			W15QKN12D0042	0001	SLK0012	2013-04-08	2012-05-11		11110112	2013-04-08	2013-04-08	Processed			\$ 36,575.46
93	Invoice 2in1	8T303	040403800			W15QKN12F0001		64720	2013-04-10	2013-04-10		64720	2013-04-10	2013-04-10	Submitted		H	\$ 72,692.60
94	Invoice 2in1	0ECV6	177049236			W15QKN12F0047		SER0006	2013-04-08	2013-03-31		0006	2013-04-08	2013-04-08	Submitted		H	\$ 851,900.14
95	Invoice 2in1	3GY33	134662993			W15QKN12P0059		5834B	2013-04-10	2012-10-31		5834B	2013-04-10	2013-04-10	Submitted		H	\$ 2,957.91
96	Combo D/D	1S2H9	010230287			W15QKN13C0003		AAA0315	2013-04-08	2013-04-08		OMT435	2013-04-08	2013-04-08	Processed			\$ 124,989.66
97	Combo D/D	1RYA6	172413759			W15QKN13C5000		15021085A	2013-04-09	2013-03-18		15021085A	2013-04-09	2013-04-09	Suspended			\$ 142,462.83
98	Combo D/D	51439	038527537			W15QKN13P0005		FTI2786	2013-03-27	2013-03-26 E		52786	2013-03-27	2013-03-27	Suspended			\$ 26,963.63
99	Combo D/D	51439	038527537			W15QKN13P0005		FTI2850	2013-03-27	2013-03-27		52850	2013-03-27	2013-03-27	Suspended			\$ 37,169.04
100	Invoice 2in1	4AB54	198052941			W52P1J11D0046	0001	102016	2013-04-08	2013-04-08		102016	2013-04-08	2013-04-08	Submitted		H	\$ 51,308.19

Select
an
invoice
number

Launches the
actual contract!

Takes you
to the invoice!

[First](#) [Prev](#) [01](#) [02](#) [03](#) [04](#) [05](#) [06](#) [07](#) [Next](#) [Last](#)
[\[-\] Shipment](#) [\[-\] Invoice](#)
[Return](#) [Help](#)

Logon Date : 2013/04/10 12:06:38 MDT Last Accessed Date : 2013/04/10 12:13:02 MDT

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACTED CODE
U

PAGE OF PAGES
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2. AMENDMENT/MODIFICATION NO.
01

3. EFFECTIVE DATE
25-Feb-2013

4. REQUISITION PURCHASE REQ. NO.
FAC318P010012

5. PROJECT NO. (If applicable)

6. ISSUED BY
SPECIAL OPERATIONS FORCES SPT ACTY
BLD3 J BLUE GRASS STATION
8700 BRIVE HILL ROAD
LEXINGTON KY 40516-9721

CODE
H40254

7. ADMINISTERED BY (If other than issued)
SCIAA DAYTON
BUILDING 30 AREA C
172E VAN PATTON DRIVE
WRIGHT PATTERSON AFB OH 45433-0302

CODE
S3005A

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)
LOCKHEED MARTIN CORPORATION
5740 BRIVE HILL RD
LEXINGTON KY 40516-9721

9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
X 10A. MOD. OF CONTRACT ORDER NO.
H40254-09-D-0001-0804
10B. DATED (SEE ITEM 13)
15-Feb-2013

CODE
622B7

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 4. The hour and date specified for receipt of offer is ☐ is extended. ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:
(a) By completing Items 8 and 15, and returning copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of this offer submitted;
(c) By signing letter or telegram which includes reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If you submit this amendment you desire to change an offer already submitted, such change may be made by telegram letter, provided each telegram letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS
IT MODIFIES THE CONTRACT ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

X B. THE ABOVE NUMBERED CONTRACT ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Modification Control Number: Igroves 13612
The purpose of this modification is to update the inspection/acceptance information.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as hereof are changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
BRIAN D. WADDE / CONTRACTING OFFICER
TEL: (855) 566-9101 @MAIL: bwadde@accna.nj

15B. CONTRACTOR OR OFFOR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
BY
(Signature of Contracting Officer)

16C. DATE SIGNED
28-Feb-2013

Actual contract!

Wide Area Workflow 5.4.0

User ID : EDP

User Government Documentation Lookup Logout

Acceptance Folder for 'W15QKN' (125 Items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
81	Invoice 2in1	1JWE2	043232482			W15QKN12C0070		SERA010	2013-04-08	2013-03-29		Submitted		H	40506	2013-04-08	2013-04-08	Submitted		H	\$ 93,494.25
82	Invoice 2in1	1Y4U5	112136572			W15QKN13C0085		SER0003	2013-04-04	2013-02-11		Submitted		H	UCC0003	2013-04-04	2013-04-04	Submitted		H	\$ 33,000.00
83	Invoice 2in1	4U1Y6	786997739			W15QKN12C1002		PICATMAR13	2013-04-03	2013-03-31		Submitted		H	PICATMAR13	2013-04-03	2013-04-03	Submitted		H	\$ 20,414.91
84	Invoice 2in1	343U1	171507960			W15QKN12D0001	0001	SER1260Z	2013-04-10	2013-03-31		Submitted		H	SER1260Z	2013-04-10	2013-04-10	Submitted		H	\$ 4,018.56
85	Invoice 2in1	343U1	171507960			W15QKN12D0001	0004	SER1267	2013-04-10	2013-03-31		Submitted		H	SER1267	2013-04-10	2013-04-10	Submitted		H	\$ 4,504.92
86	Invoice 2in1	343U1	171507960			W15QKN12D0001	0007	SER1268Z	2013-04-10	2013-03-31		Submitted		H	SER1268Z	2013-04-10	2013-04-10	Submitted		H	\$ 3,424.91
87	Invoice 2in1	343U1	171507960			W15QKN12D0001	0009	SER1269	2013-04-10	2013-03-31		Submitted		H	SER1269	2013-04-10	2013-04-10	Submitted		H	\$ 9,660.00
88	Invoice 2in1	343U1	171507960			W15QKN12D0001	0010	SER1270	2013-04-10	2013-03-31		Submitted		H	SER1270	2013-04-10	2013-04-10	Submitted		H	\$ 4,975.00
89	Invoice 2in1	343U1	171507960			W15QKN12D0001	0011	SER1271	2013-04-10	2013-03-31		Submitted		H	SER1271	2013-04-10	2013-04-10	Submitted		H	\$ 37,743.80
90	Invoice 2in1	24290	187675624			W15QKN12D0004	0002	SER5003	2013-03-19	2013-02-11		Submitted		H	13060	2013-03-19	2013-03-19	Submitted		H	\$ 21,131.31
91	Invoice 2in1	1Y4H9	044528792			W15QKN12D0027	0011	SER5408	2013-04-09	2013-04-08		Submitted		H	32241IN	2013-04-09	2013-04-09	Submitted		H	\$ 52,175.70
92	Combo D/D	3KEK1	129708587			W15QKN12D0042	0001	SLK0012	2013-04-08	2012-05-11		Submitted		H	11110112	2013-04-08	2013-04-08	Processed		H	\$ 36,575.46
93	Invoice 2in1	87303	040403800			W15QKN12F0001		64720	2013-04-10	2013-04-10		Submitted		H	64720	2013-04-10	2013-04-10	Submitted		H	\$ 72,692.60
94	Invoice 2in1	DECV6	177049236			W15QKN12F0047		SER0006	2013-04-08	2013-03-31		Submitted		H	0006	2013-04-08	2013-04-08	Submitted		H	\$ 851,900.14
95	Invoice 2in1	3GY33	134662993			W15QKN12P0059		5834B	2013-04-10	2012-10-31		Submitted		H	5834B	2013-04-10	2013-04-10	Submitted		H	\$ 2,957.91
96	Combo D/D	1S2H9	010230287			W15QKN13C0003		AAA0315	2013-04-08	2013-04-08		Submitted		H	OMT435	2013-04-08	2013-04-08	Processed		H	\$ 124,989.66
97	Combo D/D	1RYA6	172413759			W15QKN13C5000		15021085A	2013-04-09	2013-03-18		Submitted		H	15021085A	2013-04-09	2013-04-09	Suspended		H	\$ 142,462.83
98	Combo D/D	51439	038527537			W15QKN13P0005		FTI2786	2013-03-27	2013-03-26 E		Submitted		H	52786	2013-03-27	2013-03-27	Suspended		H	\$ 26,963.63
99	Combo D/D	51439	038527537			W15QKN13P0005		FTI2850	2013-03-27	2013-03-27		Submitted		H	52850	2013-03-27	2013-03-27	Suspended		H	\$ 37,169.04
100	Invoice 2in1	4A854	198052941			W52P111D0046	0001	102016	2013-04-08	2013-04-08		Submitted		H	102016	2013-04-08	2013-04-08	Submitted		H	\$ 51,308.19

First Prev 01 02 03 04 05 06 07 Next Last

[] Shipment [] Inv

Return Help

Logon Date : 2013/04/10 12:06:38 EDT Last Accessed Date : 2013/04/10 12:13:02 EDT
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index



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What to Look for on iRAPT Invoices

- Inflated/unrealistic labor hours or unrealistic labor category
- Unsupported ODCs (e.g., poor descriptions that cannot be tied to specific tasks)
- Unauthorized overtime charges
- Management hours that are disproportionate to the hours of the personnel performing the work
- Duplicate invoice or incorrect
- Mathematical errors
- Incorrect price (e.g., proposed versus negotiated)
- Wrong CLIN or sub-CLIN
- No POC for defective invoices
- No date
- Incorrect or missing shipment information
- No remittance address
- Prompt pay discounts that are not offered

Wide Area Workflow 5.4.0

Acceptor - Invoice 2-in-1

Header

Line Item

ACRNs

Addresses

Misc. Info

Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
W15QKN12D0001	0001		SER1266Z	2013/03/31	SER1266Z	2013/04/10

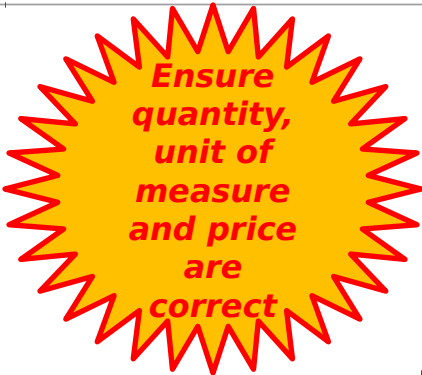
Total (\$) : 4,018.56

Item No.	Stock Part No.	Type	Qty. Delivered	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	Services	SV	1	Lot	LO	4,018.56	4,018.56

AAI	SDN	ACRN	PR Number	GFE	Advice Code
-----	-----	------	-----------	-----	-------------

Description

Services provided from 1 March - 19 March 2013 for Quality Management System Support to Benet Laboratories. Note - Firm Fixed Price invoice amount adjusted to reflect expectation of a no cost extension from 19 December 2012 to 19 March 2013. Final Invoice



Save Draft Document

Help

Acceptor - Receiving Report

Header Line Item ACRNs Addresses Misc. Info Preview Document

schurch@mar.gd-ots.com	Operations Cost Analyst	[Submitted, Web, Combo]
Org Email:		
msimich@mar.gd-ots.com		
Attachments:		
Comments:		
Line Item 0038:>>>>>Provides funding for Phase 2 - Development of a Draft Decontamination Plan that will be presented to IPT for their review and comments.>>>>>Line Item 0039:>>>>>Provides funding for Phase 2 - Submit Final Decontamination Plan to IEMA for approval.		

Initiator

Name:	Date of Action:	Phone #:	DSN:
Shawn Church	2013/05/16 1207 MDT	618-993-9530	
Email:	Title:		Action(s):
schurch@mar.gd-ots.com	Operations Cost Analyst		[Recalled, Submitted]
Org Email:			
msimich@mar.gd-ots.com			
Attachments:			
Comments:			
CLIN 0038:>>>>>DU Cleanup Phase 2>>>>>Development of a Draft Decontamination Plan that will be presented to IPT for their review and comments			

Acceptor

Name:	Date of Action:	Phone #:	DSN:
MITCHELL LORENZO MCCOY	2013/05/17 0917 MDT	609-562-5099	562-5099
Email:	Title:		Action(s):
mitchell.l.mccoy.civ@mail.mil	QAS		
Org Email:			
daniel.endrizzi@us.army.mil			
Attachments:			
Comments:			
<div>Add Attachments</div> <div>Add comments here!</div>			

Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

Acceptor - Receiving Report

Header Line Item ACRNs Addresses Misc. Info Preview Document

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

Contract Number Type		Contract Number		Delivery Order		Reference Procurement Identifier		Issue Date		Inspection Point		Acceptance Point	
DoD Contract (FAR)		W15QKN12C0036						2012/01/03		D		D	
Shipment Number		Shipment Date		Final Shipment		Estimated Delivery Date		Supplies		Service			
AAA0317		2013/05/13		N		2013/05/13		●		⊗			
Invoice Number				Invoice Date				Final Invoice					
OMT437				2013/05/13				N					
Submit Transportation Data Later				TCN	Gross Weight	Transportation Method/Type			Serial Shipping Container Code				
Transportation Leg		Standard Carrier Alpha Code				Bill of Lading Number				Bill of Lading Type			
Secondary Transportation Tracking Number						Tracking Type		Tracking Description					

Hazardous Material		Refrigerated		Perishable	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Summary of Detail Level Information		Total (\$)	
1 CLIN/SLIN(s)		91,620.00	

Routing Information			
Role	Location Code	Extension	Name
Payee	1S2H9		OMNITEK PARTNERS LLC
Pay Official	HQ0337		DFAS - COLUMBUS CENTER
Admin	S3309A		DCMA GARDEN CITY
Issue By	W15QKN		W4GG TACOM PICATINNY
Ship To	W15QKN		W4GG TACOM PICATINNY
Accept By	W15QKN		W4GG TACOM PICATINNY

* = Required Fields
ACTION BY: W15QKN *

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

☐ CQA

☐ Acceptance

☐ Reject to Initiator

Date Received
YYYY/MM/DD

Acceptance Date
YYYY/MM/DD

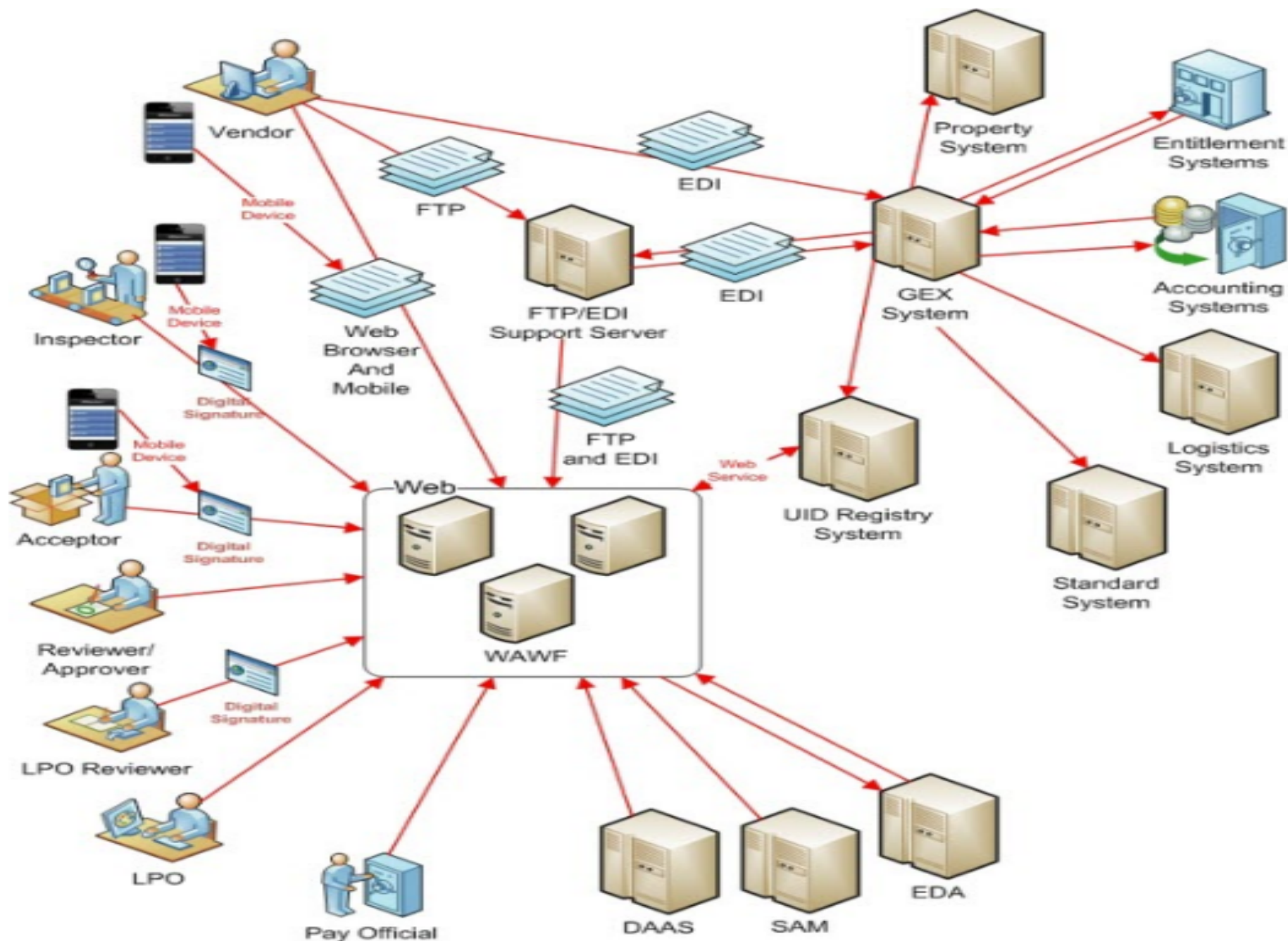
Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview ☒

Submit Save Draft Document Previous Print Help

WAWF Functional Information





System Generated Email

Subject: W15QKN12C0083\ \1KQ56\ \CI2N1\SER0008\0008\ \ \Processed

Action DoDAAC\Ext:

Document Type: Invoice 2-in-1 (Services Only)

Status: Processed

Acceptance Date: 2013/11/04

Processed Date: 2013/11/22

Contract Number: W15QKN12C0083

Delivery Order Number:

Contract Issue Date: 2012/08/22

Vendor CAGE\Ext: 1KQ56

Shipment Number: SER0008

Shipment Date: 2013/10/28

Invoice Number: 0008

Invoice Date: 2013/10/28

Has been Recalled and Processed by Dawan Mateen on 2013/11/22. Status is Processed.

Access the site at <https://wawf.eb.mil>

Thank you for your prompt attention.



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Check On Learning

- A CORs must not accept or approve products/supplies unless he or she has what?
- The COR must ensure all invoices receive what?



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Questions?



Contractor Manpower Reporting (CMR)

Reporting tool that:

- Accounts for and explains the total contractor workforce
- Allows for more informed staffing and funding decisions
- Provides oversight to avoid
 - ✓ Duplications of effort
 - ✓ Shifting of federal staff reductions to contracts

Required by Sec Army memo dated 7 Jan 2005
(Accounting for

Contract Services) to improve the Army's visibility

Required of all DoD per ASALT memo 28 Nov 2012

of contractor
service workforce



CMR Continued

- Reporting is required of all service contracts
 - ✓ Includes contracts for goods with defined requirements for services
- All reports are made in the Contractor Manpower Reporting Application (CMRA)
 - ✓ Classified contracts are **NOT** reported to CMRA
- One report per action for every fiscal year with performance
 - ✓ Data is to be entered by 31 Oct

Failure of a required contactor to report = failure to comply with contractual terms



CMR COR Responsibilities

The COR must:

- Determine if CMR authority delegated (Appointment Letter)
- ***Validate contract information in CMRA***
 - ✓ Contractor enters his contractual data in CMRA
- ***Validate man-hour data in CMRA using invoices***
 - ✓ Contractor enters his man-hour data in CMRA
- Enter Fund Cite Data in CMRA
- Enter summary of report/email confirmations into VCE-COR
 - ✓ November monthly report
 - ✓ Raw data and/or communications in CMR slot



CMR Fund Cite Entry

[Contract Search](#) > [Contract: XXXXXX-XX-X-XXXX](#) > [Order: 0000](#)

Fund Cite Details

[Order Data](#) [Contract Data](#) [Location Data](#) **Fund Cite**

To edit the existing Fund Cite information: Click on the link in the table below. If you have another Fund Cite, please click the Add Fund Cite button.

[Add Fund Cite](#)

Basic Symbol	<input type="text" value="Select One..."/> <i>A four digit code indicating the type of funds or major purpose of the appropriation.</i>
Operating Agency	<input type="text" value="Select One..."/> <i>Organization responsible for managing funds to include receiving or issuing funds.</i>
Department	<input type="text" value="Select One..."/> <i>Code which identifies the department receiving the appropriation.</i>
MDEP	<input type="text" value="Select One..."/> <i>Management Decision Package. Four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.</i>
Fund Cite	
Element of Resource	<input type="text" value="Select One..."/> <i>Four digit code which identifies the type of resource being employed or consumed.</i>
AMSCO	<input type="text" value="Select One..."/> <i>Army Management Structure Code. Code that interrelates programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.</i>
FY Dollars	<input type="text" value="Select One..."/> <i>Year that the contract first appears on the inventory.</i>

[Save](#)

Help and Definitions

These links open in a new window

- ▶ View the [full help manual online](#)
- ▶ View the [Army Policy](#)
- ▶ See the list of most [frequently Asked Questions \(FAQ\)](#)
- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

Questions and Answers

- Call the Help Desk: 703-377-6199
- or [send an email](#)

New Feature

- ▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)

1

2

3

4

5

6

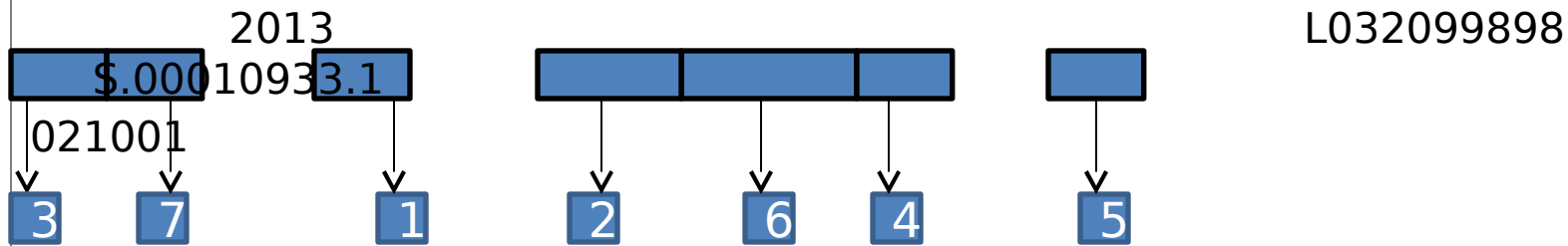
7



CMR Continued

FUND CITE: Bottom of Page 1 – Form 1095G:
Accounting Classification - Army (SFIS)

APROP LMT SUB SUPPL ACCT CLASS



- 1) Basic Symbol
- 2) Operating Agency
- 3) Department
- 4) Management Decision Point (MDEP)
- 5) Element of Resource (EOR)
- 6) Army Management Structure Code (AMSCO)
- 7) Fiscal Year (FY) Dollars



Check On Learning

- Who is responsible for most of the Data Entry relating to CMR?
- When reviewing your contractor's man-hour entries in CMRA,
you notice that he is under-reporting when compared to what he has invoiced for. What do you do?



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Questions?



CPARS

<https://www.cpars.gov> (*CPARs Training Link*)

Contractor Performance Assessment Reporting System (CPARS):

Web-enabled application that collects and manages a library of contractor report cards and contractor performance assessment reports (CPAR)

- CPARS (Services, IT, Operations Support and Systems)
- ACASS (Architectural & Engineering Evaluations)
- CCASS (Construction Evaluations)

Why Evaluate Contractor Performance?

Required by Office of Federal Procurement Policy and Federal Acquisition Regulations

- Treated as Source Selection Information IAW FAR 3.104
- Used to make future contract awards
- Proprietary - May Not Be Transmitted Via standard Email
- Retained for 3 Years After Contract Completion
- CPARS for Classified Programs **NOT** Entered into CPARS Automated System



Past Performance

- The Government relies on past performance data to assist with making award decisions. Therefore, in support of future acquisition efforts, the performance of contractors under current contracts should always be documented.
- The COR will be tasked with collecting and reporting contractor performance information. The COR should be fair in assigning a performance rating and should provide narrative explaining the



CPAR COR Responsibilities

CPAR <https://www.acpassing.com/central-reporting> (COR)
Link)

A COR must:

- Determine if CPAR authority delegated (Appointment)
- Maintain file with performance notes
- Draft Assessment when requested
 - ✓ Blocks 18 & 20 Ratings and Narratives
 - ✓ 24,000 Character Limit (approximately 4 pages)
- Send Assessment to Assessing Official (PCO)
- Redraft ratings after a valid contractor comment.
 - ✓ Usually not needed if the rating and narratives are done properly the first time
- Complete CPARs Within 120 Calendar Days After the End of the Assessment Period

When
completing
fields in
CPARs, you
can click
"?" for
block info



CPAR Content

Report Content

- As requested by PCO
- Parameters to be evaluated specified by PCO
- Evaluate only period requested
- Evaluate Prime Contractor Performance ONLY
- For joint ventures, each contractor must be evaluated using same criteria

CPAR must document contractor behavior including:

- Conform to contracting requirements & standards of good workmanship
- Forecasting and control of costs
- Adherence to contract schedules
- History of reasonable and cooperative behavior and commitment to customer satisfaction
- Business-like concern for the interest of customer



CPAR Content Continued

If monthly reports are made, the CPAR practically writes itself!

(meaning: the data could be used to assist with the write-up)

Comments **should be:**

- Submitted regularly; contractually based and professional
- Applicable to the monthly reporting period; performance based
- Specific, fully detailed, and stand alone; based on information gathered during audits, when possible, and supported by the checklist comments

Comments **should NOT be:**

- Beyond the scope of the contract
- Requesting information that is not applicable to the contract; requesting contractor personnel actions (e.g., hiring, firing, or disciplinary action)

- Personal (all comments are seen by higher leaders); or
• copied and pasted from one month to the next without



DoD CPAR Checklist

Contractor Performance Assessment	
	Cost control.
	Timeliness (schedule/delivery). Is the contractor on schedule to meet contractual requirements? Did the contractor meet the contractual delivery requirements? Does the contract include a reward for early delivery, or a penalty for late delivery?
	Quality. Do the supplies or services meet the requirements? Do they conform to the contract specifications, standards, SOO/SOW/PWS, and quality assurance plan?
	Business relations. Is the contractor responsive, professional, and courteous?
	Management of key personnel. Are technical experts highly qualified and effective in performing the required services? Do they meet the skill level stated in the contract? Are an appropriate number of personnel assigned to the project? Do delivered supplies reflect the skill and standardization required by the customer?
	Customer satisfaction. Will the customer be satisfied in terms of cost, quality, and timeliness of the delivered supplies or services? What percentage of the deliverable meets the customer's expectations? How long has the contractor taken to answer any customer complaints? How many customer complaints have there been?
	Compliance. Has the contractor complied with Occupational Safety and Health Administration, Environmental Protection Agency, Department of Labor, and other pertinent regulations?



CPARS Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some - Gov't Impact	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
Unsatisfactory	Does Not Meet Most - Gov't Impact	Serious: Recovery Not Likely	Ineffective



CPARS Continued

Narratives...the MOST important part of the CPAR!

- Addresses contractor performance
 - ✓ Keep it Recent
 - ✓ Keep it Relevant
- Collect input from entire program/project Team
- Provide reader a complete understanding of the contractor's performance
 - would someone unfamiliar with the action understand?
- Ratings credible and justified
- Must Be: Accurate, Fair and Comprehensive



CPARS Sample Assessment **Sample Assessment: Quality**

Quality - Rating: Exceptional

The contractor is exceptional.
They continually provide high quality training and services.

Sufficient? Yes or No



CPARS Continued

No, Not Sufficient!

Missing:

- Details to support rating
- Detail to tell complete story
- Supporting documentation/metrics



CPARS Continued

Sufficient

Quality - Rating: Exceptional

Contractor has provided exceptional quality to our 40 worldwide locations during this reporting period. For example, Super Trainer (ST) requirements were changed and Contractor adjusted to providing 15 training sessions per month versus 10 without additional cost through use of an “express set up” module which requires less instructor preparation time. This allowed users to be trained 3 months more quickly than required. The contractor also aggressively represented the government’s interest in dealing with their vendor to correct a software malfunction. They worked with the vendor to revise the terms and conditions of the warranty clause to correct errors with no cost to the government. They also implemented a new risk management system which reduced potential risk actions by 50%. This also saved the



CPARS Continued

Sample Assessment: Schedule

Schedule - Rating: Very Good

In our opinion, the contractor has done really well in terms of schedule. The Training Manager, Jack Jones is pleasant and easy to work with. He adapts to our schedule changes amazingly and never complains. He also went above and beyond and fixed our printer and fax without charging the government and he continued to meet all the contract objectives in the interim. Great job!

Sufficient? Yes or No



CPARS Continued

No, Not Sufficient!

Missing:

- Details to support rating
- Supporting documentation/metrics

Additional issues:

- Using Individual Names (Use position title instead)
- Work Outside Contract Scope
- Subjective Phrases



CPARS Continued

Sufficient

Schedule - Rating: Very Good

Contractor successfully executed the delivery and training requirements for this period ahead of schedule. For example, there were 20 training site visits scheduled for this period however, the contractor conducted 31 visits in the same period of time. The contractor also met 100% of the 13 contract data requirements in a 45 day timeframe versus the 60 days allotted. This resulted in data requirements 14-20 being completed earlier than anticipated. This was done with minimal supervision by the program office hence allowing more time for additional projects. A 20 site preventative maintenance visit ran behind schedule for the first 8 months of the reporting period due to equipment failures, but Contractor management was able to bring the visit back on schedule due to implementation of an aggressive quality management system and spares availability policy.



CPARS Continued

Narrative Hints (Take the training from the CPARS site)

- Communication
 - ✓ Throughout the Performance Period
 - ✓ With Contractor and Within Government
- Documentation
 - ✓ Record Significant Metrics / Events
 - ✓ Use titles or positions - Avoid Names
 - ✓ Throughout the Performance Period
 - ✓ "The CPAR Should Write Itself"



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Check On Learning

- Your contract specialist, also an AOR, has initiated the CPAR process and has told you to send your evaluation in a word file to him and the rest of the IPT for comment before he enters it into the system. Is this allowable?
- What is the MOST important part of the CPAR?
- If the COR maintains clear monthly reports, the CPAR should



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Questions?



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Monitoring Construction Contracts

Performance and Payment Bonds:

The Miller Act requires contractors to furnish performance and payment bonds for construction contracts over \$150,000

- Bonds are similar to an insurance policy
- A written instrument between the contractor and a third-party surety
- Ensure fulfillment of the contractor's obligation to the government
 - and to suppliers of labor and material for a given project
- Required in the amount of 100% of original contract price
- Protects the Government from default by the prime contractor
- Protects subcontractors if not reimbursed by the prime contractor



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Contractor Inspection

When construction contracts are in excess of the simplified acquisition threshold, the contractor is required by FAR 52.246-12, (Inspection of Construction) to maintain an inspection system:

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the supplies or services furnished under this contract conform to contract requirements, including any applicable technical requirements for specified manufacturers' parts.

- Contractor must maintain records of these inspections
- Contractor must make records of inspection available to the government
- At a minimum the records must indicate:
 - Nature of the observations
 - Number of observations made
 - Number and types of deficiencies found

The COR must ensure that the contractor complies with this contract requirement

- Acceptability of work



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Government Inspection

FAR 52.246-12, (Inspection of Construction) "All work...is subject to Government inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract."

- Government inspections and tests are for the sole benefit of the Government and do not:
 - Relieve the Contractor of responsibility for providing adequate quality control measures
 - Relieve the Contractor of responsibility for damage to or loss of the material before acceptance
 - Constitute or imply acceptance

The Government shall perform all inspections and tests in a manner that will not unnecessarily delay the work.

required by the Contracting Officer.



Correction of Deficiencies

FAR 52.246-12, (Inspection of Construction) “The Contractor shall, without charge, replace or correct work found by the Government not to conform to contract requirements.”

- The government can accept nonconforming work with appropriate adjustment in contract price
- If the Contractor does not promptly replace or correct rejected work, the

Government may:

- Only the PCO can accept nonconforming work, make adjustments to , By contract or otherwise, replace or correct the work and charge the cost to the Contractor, or terminate the contract for default the Contractor's right to proceed



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COR Compliance Checks

The COR must make the following compliance checks for construction contracts:

- Check work sites for required postings
- Review the contractor's certified payrolls
- Conduct labor standard interviews
- Compare payrolls and onsite interviews
- Resolve discrepancies/violations



Liquidated Damages

Liquidated damages are amounts agreed to and settled on in advance to avoid litigation

- They are based on the damage one party may incur if the other does not complete the contract on time
- Are required in DoD construction contracts over \$500,000
- The Government is entitled to the amount of liquidated

The COR must keep accurate notes and records, including adequate daily records of weather or any conditions that may affect the completion of the contract.

For example, contractors normally dispute the number of days that have been assessed and not the liquidated damage rate



Progress Payments

FAR 52.232-5, "Payment under Fixed-Price Construction Contracts"

- Provides that the contractor is entitled to progress payments monthly as the work proceeds, or at more frequent intervals as determined by the PCO
- Requires the contractor, with request for progress payment, to certify:
 - ✓ Amount requested is only for performance completed to contract terms
 - If the contractor does not furnish the certification as specified in FAR 52.232-5, PAYMENT SHALL NOT BE MADE.**
 - ✓ That subcontractors have/will be paid.
- The COR must screen each invoice and the certification, and compare the total amount invoiced with the progress reports to ensure that the percentage of the amount invoiced is not excessive relative to the percentage of work accomplished

The COR must forward a copy of each receipt and acceptance document to the Contracting Officer concurrent with forwarding the document to the paying office delivered to the job site, and monetary amounts are accurately stated



Check On Learning

- The Government shall perform all inspections and tests in a manner that will not _____?
- Only _____ can accept nonconforming work, make adjustments to, or terminate the contract.
- What compliance checks must the COR make for construction contracts ?
- The COR must keep accurate _____ and _____, including adequate daily records of weather or any conditions that may affect the completion of the contract.



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Questions?